**SkyDrive**

* SkyDrive is a cloud based storage vault for any type of file.
* You have 7gb of storage in SkyDrive
* Your files are readily available on any computer or mobile device
* Sharing files is simple

**Student Login:**

A.  Students will log in with their User Principle Name ([123456@student.dmschools.org](mailto:123456@student.dmschools.org)) and your system password (the regular one you sign in with here at school) at [Www.SkyDrive.com](http://Www.SkyDrive.com)

B.  Students can create documents from SkyDrive or upload from their computers, just like staff can do.

C.  Student can create folders for certain courses and share the permissions with their teacher(s).  If students do this, teachers will be able to view the contents of *just* *the shared folder*.

***You can log into you your skydrive anywhere you have internet access AND remember how to sign in ☺!!!***

**Getting Material into your Skydrive:**

You can CREATE docs in skydrive.

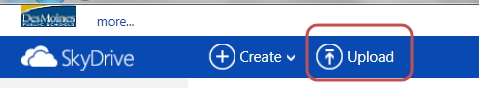
You can UPLOAD docs to skydrive.

IF the work station has a Skydrive “APP”, it will synch documents you save to the skydrive cloud.

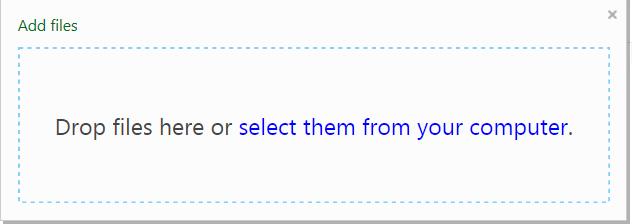
https://sharepoint.dmps.k12.ia.us/sites/divisions/tech/TechnologyResources/Pictures/skydriveline.jpg

**STEP 2 - Uploading Files**

A. CLICK *Upload*



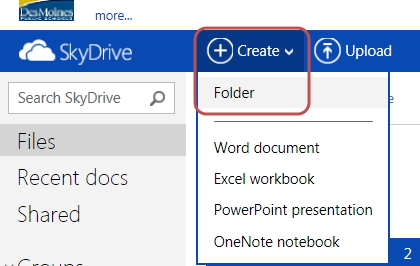
B. DRAG files into the window that opens (If you do not see the box pictured below you will need to download and install Silverlight. Click [here](http://www.microsoft.com/silverlight/) for the download page)

[](https://sharepoint.dmps.k12.ia.us/sites/divisions/tech/TechnologyResources/Pictures/Skydrive%20Add%20Files%202.png)

C. You cannot drag folders into the window above. You can use the SkyDrive app for Windows or Mac to add folders to your SkyDrive. See Step 5 for additional information of the SkyDrive apps.

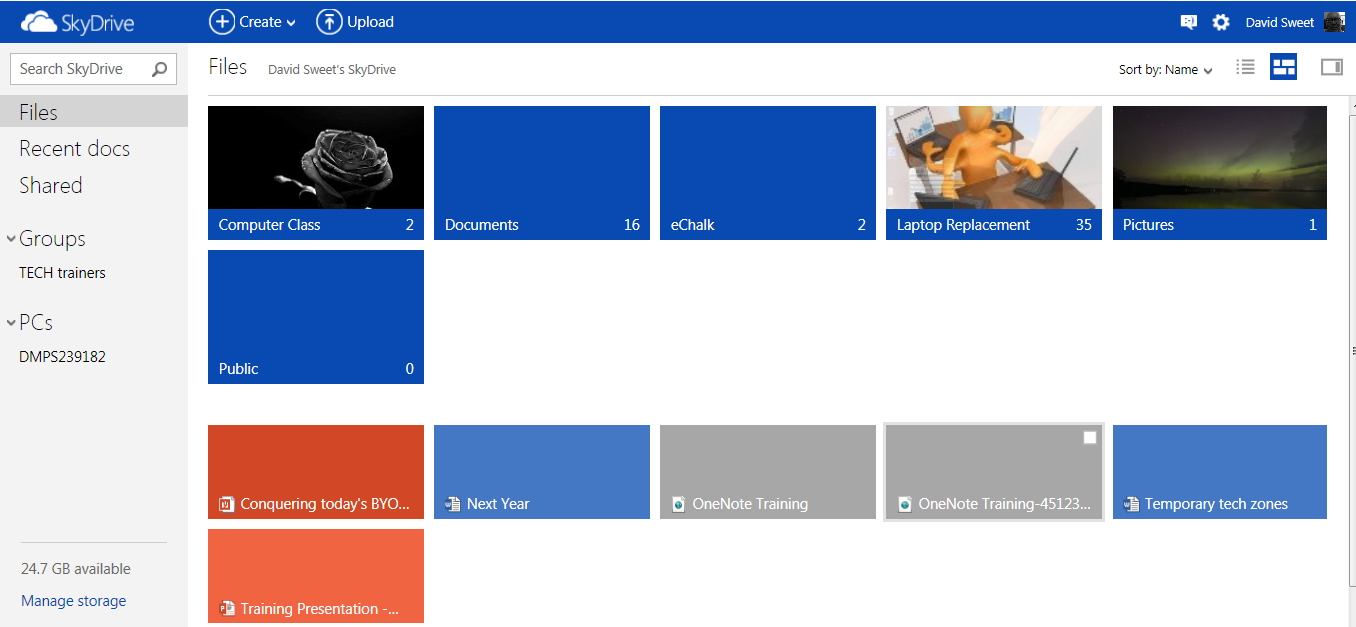
**Step 3 - Creating Folders**

A. CLICK *Create* and select *Folder*

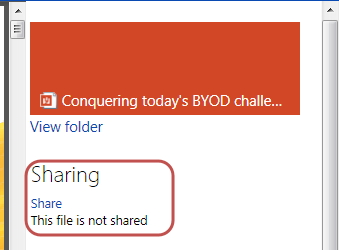


**Step 4 - Sharing**

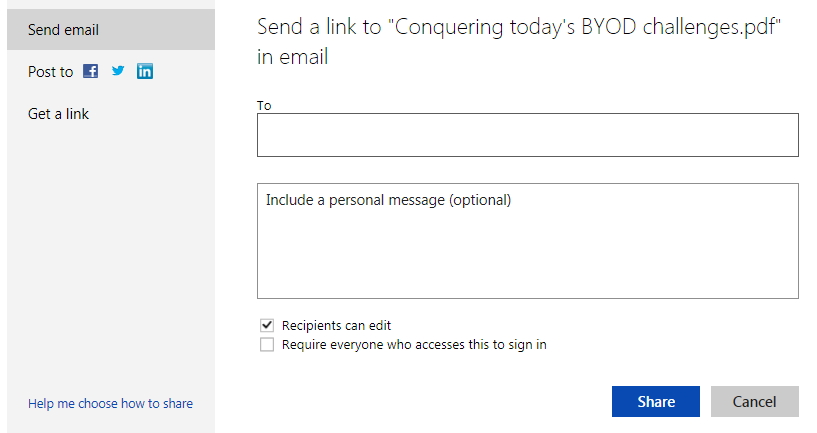
A. CLICK the file you would like to share



B. CLICK *Share*

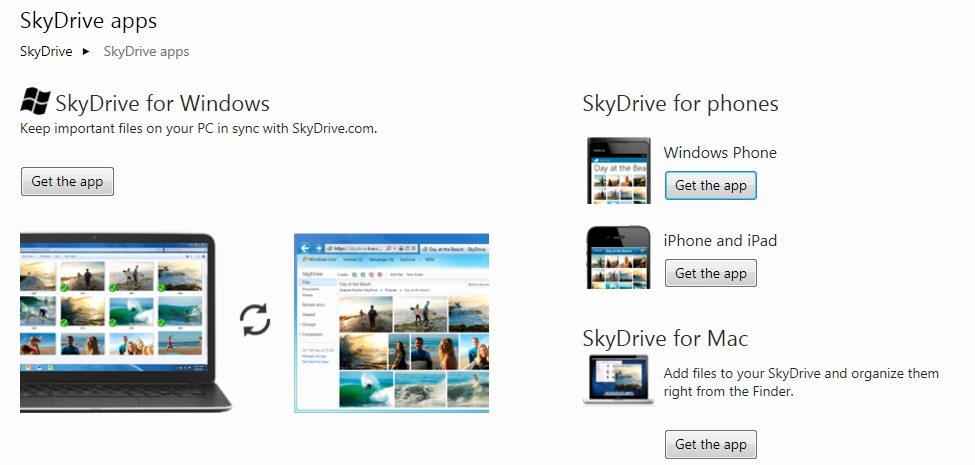


C. TYPE the email address of the individuals with whom you would like to share



**Step 5 - Mobile Apps**

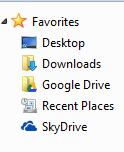
A. Click [here](https://apps.live.com/skydrive) for links to the SkyDrive apps. The apps allow you to view your SkyDrive contents, but editing is not possible at this time. Apps are available for Windows, Mac, iPhone, iPad, and Windows Phone.



B. The Windows and Mac apps will give you the ability to drag and drop folders into your SkyDrive.

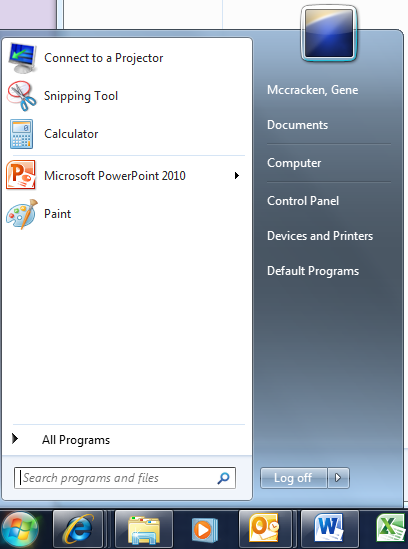
**Step 6 – Skydrive App for windows**

**If the PC you are working at has downloaded the Windows Skydrive App, you can sign into it and save docs to the “cloud” using this app. It is located in the folders file:**



**You will need to sign in to this app – same** [**123456@student.dmschools.org**](mailto:123456@student.dmschools.org) **and regular school password. (To open and sign in…… explore.)**

**Click on start button and type “skydrive” into search field. Or click on “All Programs” and scroll for Microsoft Skydrive. Clicking on it should open an option to sign in.**

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**You will see an icon on the lower right -**  **- it may say “signed in” or not. Or “Up to date”**